

Employer's Information Sheet For Setting Up A New Child Support Case

If you are submitting a new child support case with your payment to the Division of Support Enforcement and Recovery (DSER), you must complete and send this form along with your payment, payment processing coupon and employer billing list to the address below. Complete this form **ONLY** if the request for withholding was made by a person or agency other than DSER.

Employee Name	Employee SSN
Address	
Child Support Court Docket Number	County of Court
Employer's Name and Address	FEIN
Employer's Telephone Number	Employer's Fax Number
Amount Withheld	Pay Period
Employee pays: <input type="checkbox"/> Child Support Only <input type="checkbox"/> Alimony and Child Support as part of the same court order (Alimony is to be paid to the Circuit Clerk unless Child Support is also part of the order.)	

Custodial Parent Information

Custodial Parent Name	
Custodial Parent's SSN	
Custodial Parent's Address, include Street, Apt#, City, State, Zip	
Custodial Parent's Telephone Number	
Children Names	

**Maine Division of Support Enforcement and Recovery, State House, Station 11,
Augusta ME 04332-1098 or (207)624-475 outside Augusta.**